

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY CHARTER

ENVIRONMENTAL LABORATORY ADVISORY BOARD

1. Committee's Official Designation (Title):

Environmental Laboratory Advisory Board

2. Authority:

This charter amends the Environmental Laboratory Advisory Board (ELAB) in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. App.2 § 9 (c). ELAB is in the public interest and supports the Environmental Protection Agency (EPA) in performing its duties and responsibilities.

3. Objectives and Scope of Activities:

ELAB will provide advice, information, and recommendations to the Environmental Protection Agency (EPA) Administrator, Science Advisor, and/or Forum on Environmental Measurements (FEM) on issues related to:

- A. Enhancing EPA's measurement programs in areas such as:
 - a. Validating and disseminating methods for sample collection and for biological, chemical, radiological, and toxicological analysis;
 - b. Developing scientifically rigorous, statistically sound, and representative measurements;
 - c. Employing the performance paradigm in environmental monitoring and regulatory programs;
 - d. Improving communications and outreach between the EPA and its stakeholder communities; and
 - e. Employing a quality systems approach that ensures that the data gathered and used by the Agency is of known and documented quality.

- B. Facilitating the development, establishment, and operation of a national environmental laboratory accreditation program. In this regard, ELAB will provide advice and recommendations to EPA on issues that impact the non-governmental community that are related to:
- a. The establishment and operation of a national laboratory accreditation program;
 - b. Steps EPA might take to facilitate the expansion of the current National Environmental Laboratory Accreditation Conference (NELAC) based program into a true national program characterized by acceptance of the program by all states and suitable for accrediting environmental laboratories of all sizes and types;
 - c. Approaches that EPA might take to assist the NELAC program in becoming financially self-sufficient; and
 - d. Steps that need to be taken, or could be taken, in order to facilitate the adoption of the performance paradigm in the nation's environmental monitoring and environmental laboratory accreditation programs.

4. Description of Committee Duties:

The duties of ELAB are solely advisory in nature.

5. Official(s) to Whom the Committee Reports:

ELAB will provide advice and recommendations and report to the EPA Administrator, through the EPA Science Advisor.

6. Agency Responsible for Providing the Necessary Support:

EPA will be responsible for financial and administrative support. Within EPA this support will be provided by the Office of Research and Development.

7. Estimated Annual Operating Costs and Work Years:

The estimated annual operating cost of ELAB is \$20,600 which includes 0.25 person-years of support.

8. Estimated Number and Frequency of Meetings:

ELAB expects to meet approximately ten (10) times a year, or approximately once a month, as needed and approved by the Designated Federal Officer (DFO). EPA may pay travel and per diem expenses when determined necessary and appropriate. A full-time or permanent part-time employee of EPA will be appointed as the DFO. The DFO or a designee will be present at all meetings and each meeting will be conducted in accordance with an agenda approved in advance by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so.

As required by FACA, the ELAB will hold open meetings unless the EPA Administrator determines that a meeting or a portion of a meeting may be closed to the public in accordance with 5 U.S.C. § 552b (c). Interested persons may attend meetings, appear before the committee as time permits, and file comments with the ELAB.

9. Duration and Termination:

_____ ELAB will be examined annually and will exist until the EPA Deputy Administrator determines the committee is no longer needed. This charter will be in effect for two years from the date it is filed with Congress. After this period, the charter may be renewed as authorized in accordance with Section 14 of FACA (5 U.S.C. App.2 § 14).

10. Member Composition:

ELAB will be composed of approximately 15 members who will serve as representative members. In selecting members, EPA will consider candidates from trade associations for the environmental laboratory industry, trade associations from EPA's regulated community, environmental public interest groups, academia, federal, local and tribal governments, and laboratory assessment bodies.

11. Subgroups:

EPA, or the ELAB with EPA's approval, may form subcommittees or workgroups for any purpose consistent with this charter. Such subcommittees or workgroups may not work independently of the chartered committee and must report their recommendations and advice to the ELAB for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered committee nor can they report directly to the EPA.

July 8, 2004
Agency Approval Date for Amendment

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Agency Approval Date

July 11, 2003
GSA Consultation Date

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GSA Consultation Date for Amendment

July 25, 2003
Date Filed with Congress

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